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## WEARE BOARD OF SELECTMEN MEETING MINUTES March 23, 2009

**PRESENT:** TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; DONNA OSBORNE, SELECTMAN; KEITH R. LACASSE, SELECTMAN

**RECORDING SECRETARY:** Cherry Palmisano

**GUESTS:** Frank Campana, George Malette, Rick Alpers, Vicki Stiger, Nick Manolis, Art Siciliano, Frank Bolton, Jan Snyder, Greg Begin, Luke Drake

**7:00 p.m. Chairman Clow called the meeting to order.**

**PRESENTATION BY PRIMEX** – Mr. Nick Manolis said they are here to discuss the recruitment process of the next Town Administration as a follow up of the meeting earlier in March with the town's employees. Mr. Manolis said Primex has been involved with the Town of Weare for years and feels the decision to hire is the most important decision a town can make. Primex strongly suggested that the Board identify the wants and needs and the public was invited to the March 4th meeting in which 15 people attended. Mr. Manolis said the people that attended identified that organizational skills, interpersonal skills as well as public skills would be preferred in next administrator. They are also looking for someone who is decisive, works well with workforce and community, will be a part of the team and who will be assertive without being aggressive. They are also looking for a connector to build the team and be a driver. The next Town Administrator will face budgetary issues, community and internal issues. Mr. Manolis said to put it all together the town is looking for sound public administration skills as well as strong interpersonal skills. Mr. Manolis said the Board needs to come to a consensus on which they prefer Town Administrator or Town Assistant. Selectman Lacasse asked what the difference was between an administrator and an assistant. Mr. Manolis said an assistant is clerical (files paperwork, puts packets together) an Administrator is someone who will come to the Board about operations and policies about where they are going and a Town Manager would have the ability to hire and fire (form of government takes its construction legally according to state statute). A Town Administrator would not be able to hire and fire. Mr. Rick Alpers said the statute clearly defines Town Manager as someone who can hire and fire (has to be a vote by the legislative body in the town). Primex is not suggesting the town hire a Town Manager.

Mr. Manolis said the timeline is based on advertising for the month of April; the Board would like someone on board by August 1. Mr. Manolis suggests they close resumes on April 30th and identify preferred candidates by May 5<sup>th</sup>. The initial interviews will be done by the June 7<sup>th</sup> with all second interviews complete by June 17<sup>th</sup>. Background checks will be complete by June 27<sup>th</sup>. Primex will help with the process and templates and the Board should be in the position to make an offer for July 1<sup>st</sup>. Primex will return immediately when the Town Administrator is on board and determine goals and will touch base at 6 months and 11 months.

Mr. Alpers offered the job description which is geared towards thoughts of the Board. Direct supervisor of the Town Administrator would be the BOS and would be reviewed annually by the Board. The Town Administrator would be responsible for daily operations, the general operation of town departments and policies of town. Reports Mr. Alpers said it is vitally important to have 6 month and 11 month reviews. The Board will hire, fire and set wages and policies for the town and the Town Administrator. The Town Administrator would hold regular meetings to bring BOS policies to the rest of the town employees and have a general knowledge of the town policies. Will also have

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the ability to plan, organize and support personnel. Mr. Alpers said the BOS will need to approve the job description of the Town Administration.

Mr. Alpers gave the Board a list of potential sources for advertising as well as the advertising rates which include: Union Leader, Concord Monitor, Boston Globe, ICMA-website, LGC and Primex.

Vice Chairman Butt asked what the competitive salary for this position would be. Mr. Alpers said the competitive salary for a town with 9,000 people is \$60,000-\$80,000. Vice Chairman Butt asked if that was the base salary or included benefits. Mr. Manolis said it would be 35-40% on top of the salary for the benefit package. Mr. Manolis said there are 6 figured Town Administrator's in the state and the town can shape and negotiate the benefit package. Chairman Clow said they are actually passed the 10,000 resident mark. Mr. Manolis said the salary will also be a factor in what you are looking for. Mr. Manolis said they don't know who is out there. Mr. Alpers said the pool of municipal managers and administrators is small and said it is a frustrating process because of the size of the pool. Mr. Alpers recommends utilizing ICMA and Monster.com which may help broaden the spectrum.

Vice Chairman Butt asked about the template and screening resumes. Mr. Manolis said they will review the resumes but they will not assess the candidates based on the resumes. They will give the Board the tools and facilitate the process but will not make the decision. Mr. Manolis said they will create the template (form) for the Board to use for assessment of the candidate.

Mr. Manolis said the Board needs to make a decision of how they really see the position. Mr. Manolis recommended that the Board review the March 4<sup>th</sup> summary and the job description and then decide whether they want to adopt the job description. The ad complements the description and the Board needs to determine where to advertise. Primex will check in with the Board throughout the entire process. Mr. Manolis said the timelines are flexible but keep in mind the Board's August 1<sup>st</sup> start date. Primex can make amendments to the job description and advertisement and suggests advertising state wide.

Selectman Lacasse asked if they saw Town Administrators that came from other backgrounds with good management skills be successful as Town Administrators. Mr. Alpers said yes, one with military background and a Town Manager that came out of Good Year Tires. Mr. Manolis said the ability to understand RSA's is not just a New Hampshire trait. There have been people who have transferred from private sector to municipal sector and have been successful or from the school Superintendant side. Mr. Manolis said the salary the town is willing to pay will also decide things.

Chairman Clow asked about the timeline and said their challenge is to make decisions to start advertising on April 1. Mr. Manolis commented that the Board wanted to have someone on board by the next budget season. Mr. Manolis asked the Board to read the article they placed in their binders about why people fail in jobs. Mr. Manolis said the Board will be expected to complete a behavioral profile.

**APPOINTMENTS** – Mr. Chuck Bolton has been on Planning Board for around 6 years and back in 1985 or 1986 he served as Vice Chair. Chairman Clow asked what sparks his interest for all these years. Mr. Bolton said the opportunity to shape the future of our town. He said he has a key interest in that endeavor and thinks he is in sink with what the town is looking for. Mr. Bolton said following the Master Plan and preserving the rural character of our town is his primary interest. He is a long time resident and sees people moving into town that think the way he thinks. Mr. Bolton feels most people move here to take advantage of a rural town. Mr. Bolton thanked the Board for being concerned with who is interested in serving on Boards and said their views should be in sink with that board. He often hears people ask "what is your agenda" and feels everyone probably has an agenda and particular views and wants to impact their views. Mr. Bolton wants to keep the town rural as possible.

Vice Chairman Butt said at one time Mr. Bolton wanted to break away from the Southern New Hampshire Planning Commission and join the Central New Hampshire Planning Commission, he asked Mr. Bolton why and what changed. Mr. Bolton said the SNHPC all of a sudden took great interest in conservation but he thinks the town's philosophy is more in line with CNHPC. Vice Chairman Butt mentioned that there is not a growth management in place and asked Mr. Bolton what happened. Mr. Bolton said he was disappointed and said the issue was

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implementation (who would have time to oversee) as well as legal issues. He is still interested in pursuing. Vice Chairman Butt asked about rural character and said he is not sure Weare is rural anymore. Mr. Bolton said Route 114 is a small artery and thinks that people coming into town think it is very rural. Weare has a projected build out of 35,000 people, hopefully by the time they reach that build out they would have set aside open space and determined recreation areas (hiking, biking). Mr. Bolton mentioned Henniker and Dunbarton being rural and said we have huge tracks of undeveloped land. Mr. Bolton said things have changed from when he was a child, but the town is still rural. Vice Chairman Butt said Mr. Bolton mentioned houses with 2.5 kids and the taxes being upside down. Mr. Bolton said he feels that way, he looked at subdivisions in other towns and not one of them covers the cost of sending those children to school, all are cost negative. He does not think it is debatable. Vice Chairman Butt asked if there is a cost study to determine that. Mr. Bolton said the school department did and there was no question about them being tax negative. Selectman Lacasse said that is not forever. Mr. Bolton said for 25-30 years.

**Vice Chairman Butt moved, Selectman Osborne seconded to reappoint Chuck Bolton to the Planning Board for a three year term. Passed 4-0-0**

Chairman Clow said he received a phone call from Neal Kurk, who was unable to meet with them tonight. Mr. Kurk encouraged the Board to reappoint him to the Planning Board tonight and then meet with him at a future meeting.

**Selectman Osborne moved, Selectman Lacasse seconded to appointment Neal Kurk as a full member for a 3 year term to the Planning Board. Passed 4-0-0**

Chairman Clow said they need to appoint a Board member to the Planning Board as well.

Chairman Clow said Heleen Kurk has asked to be appointed to the Heritage Commission.

**Vice Chairman Butt moved, Selectman Lacasse seconded to appointment Heleen Kurk as a full member to the Heritage Commission. Passed 4-0-0**

Chairman Clow asked Mr. George Malette if his term would be up on the Economic Development Commission. Mr. Malette said he is an alternate member and his term would be up in 2011. Mr. Malette would like the Board to consider the term years when appointing a member so that all members will not expire at the same time.

**Chairman Clow moved, Selectman Lacasse seconded to move George Malette from an alternate to a full member of the Economic Development Commission with the current year term still standing. Passed 4-0-0**

Chairman Clow asked Mr. Art Siciliano why his interest lies in the area of Economic Development. Mr. Siciliano said he has lived in town since 1978 and helped start the Chamber of Commerce and helped to develop the Economic Development Committee Questionnaire on what townspeople wanted in town. Mr. Sicilian wrote the report this year. He said they are short-handed, but have set some goals in the last few months. Mr. Sicilian said his goal is when a development comes in town the business should have a good appearance. Mr. Siciliano said they put a tax map together to locate businesses and show an inventory of available land. The Economic Development Commission needs to get the word out to businesses that want to come to town that they can help. The Commission makes personal visits to town businesses. There is a Sign Ordinance that states a business should have a good looking sign. Selectman Lacasse asked what good looking means. Mr. Siciliano said no banners. Mr. Siciliano commented that he has not seen a follow up on compliance after the Planning Board approves a plan; a business changing from what it presented. Chairman Clow said the BOS wanted to come together with the Economic Development in December but then became involved in the budget. Vice Chairman Butt said they do need to meet, there needs to be a tie to the Board of Selectman. The committee needs to come to the Board to define goals and see how the BOS can help meet those goals and help businesses be aware that the Economic Development Committee is there to help.

**Chairman Clow moved, Selectman Osborne seconded to nominate Art Siciliano to the Economic Development Commission for a 3 year term. Passed 4-0-0**

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Vice Chairman Butt asked Mr. Malette if he believed the Economic Development Commission charter calls for a Planning Board representative. Mr. Malette said he can't say it was ever done officially. Vice Chairman Butt said Mr. Malette is the Planning Board representative.

Chairman Clow said Mr. Malette's term is up this year on the Conservation Commission. Mr. Malette said the first and foremost concern to him is the Master Plan. Mr. Malette said they are currently working on the Natural Resource inventory and hope to have it complete within 2-3 months and they will bring the maps forward. They are also working on updating the open space plan with the Planning Board. Vice Chairman Butt said that Conservation and Economic Development are tied together and asked what is being done between the two to promote the town for recreation. Vice Chairman Butt also asked if there is any synergy there. Mr. Malette said synergy exists in the Scenic Byway. Mr. Malette said their goal for the long term would be to have the maps updated to show how the recreation is connected. Mr. Malette said the SHNPC and the 4 towns connected are applying for available grants.

**Selectman Lacasse moved, Selectman Osborne seconded to appoint George Malette to a 3 year term on the Conservation Commission. Passed 4-0-0**

Mr. Drake said he took a 3 day course on all things related to conservation and open space. Mr. Drake has not been involved long in town committees; currently sits on the Agricultural Commission. Mr. Drake said he is interested in maintaining open space. He has noticed there are a fair number of hurdles to get people involved, including the interview process. Chairman Clow said what has been happening is the volunteer fills out the form, attends 2 meetings of the committee that they wish to sit and then the Board is asked to vote on the appointment. Chairman Clow said the Board is trying to meet all the people who are volunteering.

**Chairman Clow moved, Selectman Lacasse seconded to appoint Luke Drake to the Conservation Commission for a 3 year term. Passed 4-0-0**

Mr. Drake said he is on the Agricultural Commission and said at the first couple of meetings there were not enough members to get a quorum. They have moved forward, voted on chair and established some goals. Chairman Clow asked if the Board has already appointed him. Mr. Drake said he was approved a year ago. Vice Chairman Butt asked how many members there currently are on the Agricultural Commission. Mr. Malette said there are 5 members, but 2 do not attend the meetings.

**Chairman Clow moved, Selectman Lacasse seconded to appoint Luke Drake to the Agricultural Commission for a 3 year term. Passed 5-0-0**

Chairman Clow said they will put Board appointments on the agenda for their next meeting.

## MANIFESTS

**Chairman Clow moved, Selectman Lacasse seconded, to authorize the Board of Selectmen to sign Manifest and order the Deputy Treasurer to sign checks dated March 26, 2009. Passed 4-0-0**

Accounts payable	<b>\$387,339.91</b>	(Weare School \$350,000)
Gross Payrolls	<b><u>\$42,181.30</u></b>	(includes Spec Detail, Credit Union, Taxes)
Total	<b>\$429,521.21</b>	

Vice Chairman Butt said he met with Ms. Wendy Rice and Mr. Chip Meany to discuss the skills assessment with the intent to see if Ms. Rice will review the assessments and put together a training plan. Vice Chairman Butt wants to send an email out to the people who completed the questionnaire and let them know she will be contacting them. Ms. Rice will prepare the information on training programs and availability and then she will submit a recommendation to the Board.

Ms. Jan Snyder said the Board should have received a copy of the safety inspection enrollment (NHTOC) for Highway that needs to be authorized by the Board. Ms. Snyder said this requires a \$50.00 minimum monthly fee. This State law came out in 2005 for safety inspections, now it has become effective for them as well. She would like a letter from the Board authorizing this withdrawal from the Town's account. Ms. Snyder said there are only 2 options. Chairman Clow said they are paying Gordon Harvey NHTOC services. Chief Begin said Mr. Carl Knapp

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called him last week about this equipment because the cruisers come up for inspection in March. Chief Begin said he did most of the inspections already. The Board will put this on a future agenda.

Ms. Snyder said she received the credit card application back. It was discussed there will be a \$500 cap on an individual purchase and a \$500 cap for monthly purchases for Malcolm Wright.

**Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 8:58 p.m. pursuant to the authority granted in RSA 91-A:3, II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Lacasse – yes; Chairman Clow – yes Passed 4-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 9:30 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Lacasse – yes; Chairman Clow – yes Passed 4-0-0**

**Chairman Clow moved, Selectman Lacasse Lacasse seconded to seal and restrict the minutes of the non public session. Passed 4-0-0**

## **CORRESPONDENCE**

**Motion to adjourn at**

## **ADJOURNMENT**

A True Record.

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Cherry Palmisano, Recording Secretary